

Job Details

Job Title Temporary - Research Coordinator - Division of Critical Care
Medicine
Location London Health Sciences Centre

Job ID 66688

Full/Part Time Full-Time

Regular/Temporary Temporary

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Posting Period

Open: July 06, 2019

Deadline: July 12, 2019

Non-Union

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. As one of Canada's top ten research institutes, we are committed to furthering scientific knowledge to advance health care around the world.

Different terms and conditions of employment may apply to externally funded positions.

The successful candidate will work as a Research Coordinator/Finance Administrator for the Division of Critical Care Medicine under the supervision of the Critical Care Western Chair/Chief and Finance Chair. Duties include:

- bookkeeping for all divisional and research finances
- monthly account reconciliations
- provision of quarterly summary reports of all research financial activity
- invoicing internal and external investigators on a quarterly basis for divisional research expenses
- creation of annual divisional budget for Critical Care Western member support and approval
- invoicing and collection of divisional tithes and SR&ED contributions from contributing members of Critical Care Western
- tracking of research staff hours and vacation; entry into Workbrain by required cutoff dates
- submission of employee contracts (new, renewals) and other employee action updates to Lawson/LHSC Human Resources
- basic administrative assistant duties to support the research enterprise including:
 - effective communication with CCW faculty and follow-up if required
 - organizing meetings
 - making room bookings
 - arranging catering
 - arranging travel details for visiting professors

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Duration of Contract: 12 months Renewable

Qualifications

- Bookkeeping experience and / or formal training
- Experience with Microsoft Office suite; demonstrated experience in Excel
- Recent experience with Quickbooks
- Knowledge of SR&ED an asset
- Demonstrated effective communication skills (verbal and written)
- Experience working with finance departments of Western, Lawson and LHSC preferred but not necessary
- Time management and organizational skills; ability to meet deadlines
- Self-motivated; ability to work as part of a team or independently

Immunization Requirements:

- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox), Hepatitis B, Tetanus/ Diphtheria/Polio; Meningitis.
- Provide documentation of the Tuberculosis skin testing (two step)

London Health Sciences Centre fosters a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that a reference check may be conducted as part of the selection process.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory police information check (original document) completed in the last 3 months.